

CLACKAMAS RIVER WATER  
BOARD OF COMMISSIONERS  
WORK SESSION

October 25, 2021 at 6:00pm

**THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM\***

AGENDA

16770 SE 82<sup>nd</sup> Drive, Clackamas, OR 97015



Clackamas River Water

To protect the health of our customers, staff, and commissioners, CRW's Board of Commissioners and staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/88619228887> or by calling the following number [12532158782](tel:12532158782) and join meeting 88619228887 #. Passcode: **077961**

**Work Session @ 6:00pm**

Call to Order, Roll Call

1. **Board Training-** *Jeff Griffin, WHA Insurance*
2. **Capital Improvement Project (CIP) Update-** *Adam Bjornstedt, Chief Engineer & Joe Eskew, Engineering Manager*
3. **Commissioner Communications-** *CRW Board of Commissioners*
4. **General Manager Update-** *Todd Heidgerken, General Manager*

**Public Comment**

***Adjourn Work Session***

Work Session Reminders:

- a. Work Session – audio only
- b. No decisions will be made by the CRW Board
- c. Staff may get direction or a sense of the board on key issues
- d. Members of the public are allowed to attend but not participate (*public comment provided at the end of the session*)

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

# CLACKAMAS RIVER WATER

## BOARD WORK SESSION

October 25, 2021

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**SUBJECT** CRW Board Training

**PRINCIPAL STAFF PERSON** Jeff Griffin, WHA Insurance

**DOCUMENTS ATTACHED**

- Copy of Sections 1.2 and 1.3 of the CRW Board Policy
- Presentation Slides (Board Member Duties and Responsibilities)

### Agenda Summary

**BACKGROUND** Keeping informed of duties and responsibilities as a Board Member is an on-going process. The specific powers and functions of the Board are included in Sections 1.2 and 1.3 of the CRW Board Policies (see attached).

One of the items encouraged by Special District's Association of Oregon (SDAO), is for Board members to be presented information annually, whether as part of conferences or trainings. Jeff Griffin of WHA Insurance (CRW's Insurance Agent of Record) has developed with Special Districts Insurance Services (SDIS) a presentation to provide this "refresher" on board member duties and responsibilities. In addition to Mr. Griffin, CRW's Legal Counsel, Bob Steringer, will also be available to respond to questions from the Board.

**CLACKAMAS RIVER WATER  
BOARD POLICIES**

**Section 1.2 Powers of the Board**

- A. The powers of the Board are outlined in Chapter 264 and Chapter 198 of the Oregon Revised Statutes relating to domestic water districts. The Board has these general responsibilities, consistent with the afore-stated statutes:
  - 1. Identify and adopt strategic policies for CRW
  - 2. Hire, evaluate, and dismiss the General Manager
  - 3. Adopt the annual budget for CRW
  - 4. Make decisions in the best interest of CRW and not in the interest of a Board member
  - 5. Monitor execution of Board Policy to ensure compliance with Oregon Public Meeting Law (ORS 192)
  
- B. The Board may authorize ad-hoc advisory committees as it sees fit.
  - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of appointment.
  - 2. A board member may serve as an ex-officio member.
  - 3. Advisory committees are responsible for keeping any written records and ensuring they are made available to the public if requested.

### **Section 1.3 Functions of the Board**

#### **A. Policy Making**

1. The Board will establish strategic policy reserving to itself all authority and responsibility not otherwise assigned to the General Manager or others.
2. The Board is CRW's Local Contract Review Board pursuant to ORS 279A.060.

#### **B. Oversight**

1. The Board will select a general manager and delegate to this selected General Manager the responsibility for implementing and executing policies adopted by the Board.
2. The Board will provide the financial means to implement Board policies in order to accomplish organizational goals and objectives as adopted by the Board of Commissioners.

#### **C. Planning/Vision**

1. The Board is committed to long-term planning as an essential activity to assure the viability of water service to water users in the region.
2. The Board will develop functional philosophies in the form of vision, mission and/or values statements that provide guidance to the Board in the execution of its responsibilities and to the staff and others involved in the operations. These are to be reviewed periodically to assure their continued applicability.
3. The Board and General Manager will develop a priority sequence for short-term activities. The Board will make final selection of the activities that will be the responsibility of the General Manager.
4. Annual priorities will be established by the Board and be consistent with long-term planning. Areas to be considered for priority status will be balanced between community needs, District requirements and recommendations of the General Manager.
5. Conduct a periodic review of rates and charges.

#### **D. Commissioner Assignments**

1. At least annually, Commissioners will review the various organizations with which CRW has relationships. Commissioners may volunteer for assignments to these entities based on areas of interest or the Board President may make the assignments.

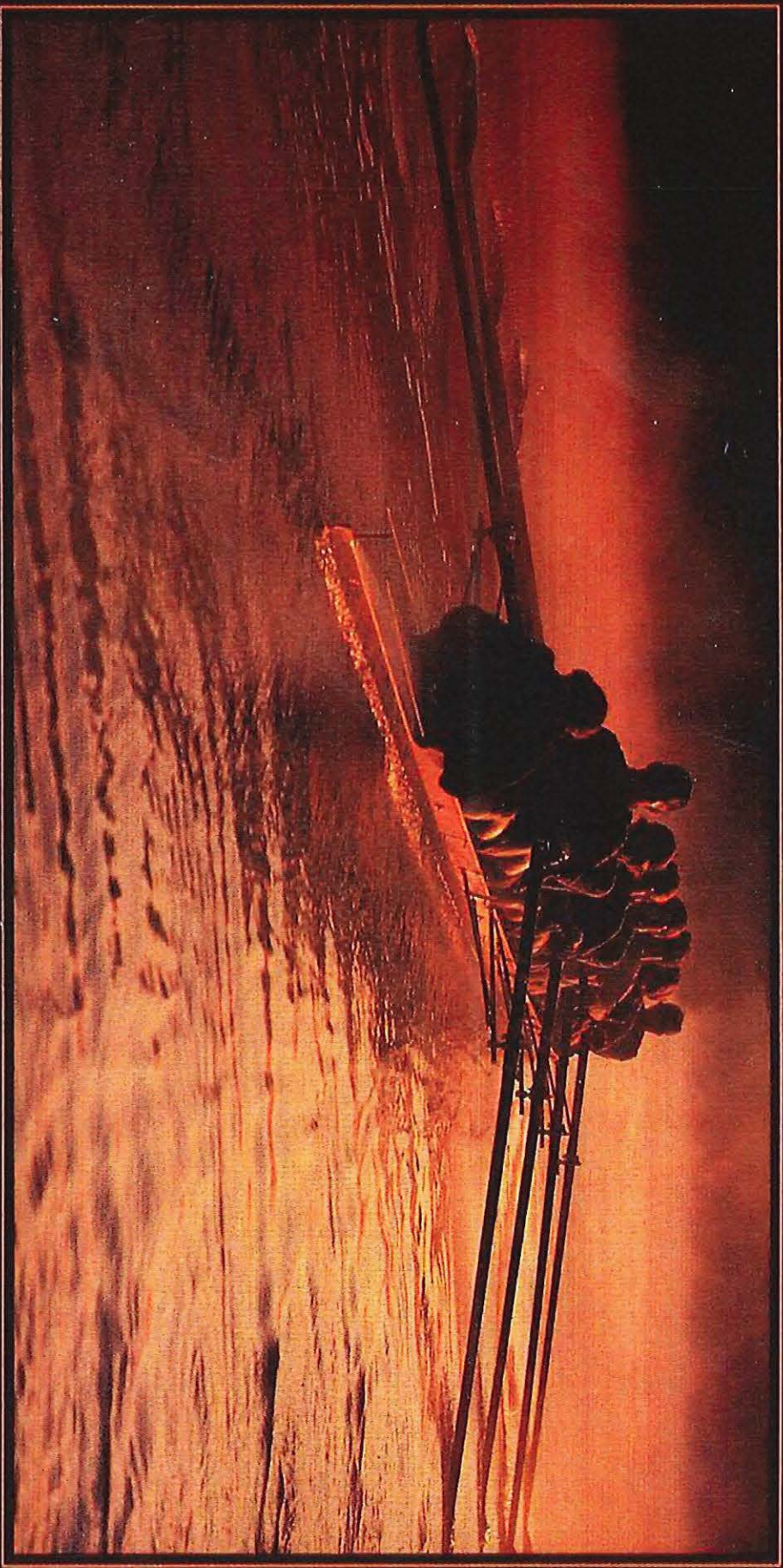
# Board Member Duties And Responsibilities



*Clackamas River Water*



Presented by Jeff Griffin 2021



# T·E·A·M·W·O·R·K

TEAMWORK IS THE ABILITY TO WORK TOGETHER TOWARD A COMMON VISION.  
THE ABILITY TO DIRECT INDIVIDUAL ACCOMPLISHMENT TOWARD  
ORGANIZATIONAL OBJECTIVES. IT IS THE FUEL THAT  
ALLOWS COMMON PEOPLE TO ATTAIN  
UNCOMMON RESULTS.



# If it is PREDICTABLE *It is PREVENTABLE*

Regulations and standards are only the starting point for a quality Risk Leadership program.

- **7.5% of injuries and lawsuits are attributed to “things”**

Focusing on the Human Factor is the key to a successful Risk Leadership program.

- **92.5% of all injuries have one common thread!**

# Understanding the Power of the Near Miss

- Near Miss Relationships





# Board Member Expectations



- 1. Presence**
  - Physically and Mentally
- 2. Professionalism**
  - Skill, Good Judgement, and Prepared
- 3. Conduct**
  - Polite, Respectful, and Appropriate Behavior



# Responsibilities

- **Set direction**
- **Ensure necessary resources**
- **Provide oversight**

# Organization Direction



- Engage in strategic thinking and planning
- Set the District's mission and vision for the future
- Establish the District's values
- Approve operational or annual plans



# Provide Necessary Resources

- **Elect a capable chair**
- **Ensure adequate resources**
- **Promote positive image**
- **Ensure the presence of a capable board**



# Provide Oversight

- **Minimize exposure to risk**
- **Measure progress on strategic plan**
- **Monitor meetings, policies and requirements**
- **Provide moral oversight**
- **Evaluate meetings and process**



# Board Fiduciary Responsibilities

- **Duty of Care**
- **Duty of Loyalty**
- **Duty of Obedience**



# Duty of Care

- Be informed and ask questions
- The duty of care describes the level of competence that is expected of a Board member and is commonly expressed as the duty of “care that an ordinary prudent person would exercise in a like position and under similar circumstances.”



# Duty of Care

- **This means that a board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of the District**





# Duty of Loyalty

- **Show undivided allegiance to the District welfare**
- **The duty of loyalty is a standard of faithfulness; a member must give undivided allegiance when making decisions affecting the District**



# Duty of Loyalty

- **Members must comply with the Districts policies regarding code of conduct and ethical behavior**



# Duty of Obedience

- Stay faithful to the Districts mission
- They are not permitted to act in a way that is inconsistent with the central goals of the District



# Duty of Obedience

- A basis for this rule lies in the public's trust that the District will manage itself to fulfill its mission



# Do the Right Things...Always!

- Do The Right Thing
- At The Right Time
- In The Right Way
- With The Right Attitude
- For The Right Reason



# LEADERSHIP

LEADERSHIP IS ABOUT CAPTURING THE IMAGINATION AND ENTHUSIASM  
OF YOUR PEOPLE WITH CLEARLY DEFINED GOALS THAT CUT  
THROUGH THE FOG LIKE A BEACON IN THE NIGHT.

# CLACKAMAS RIVER WATER

## BOARD WORK SESSION

October 25, 2021

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**SUBJECT** Capital Improvement Project (CIP) Update

**PRINCIPAL STAFF PERSON** Joe Eskew, Engineer Manager  
Adam Bjornstedt, Chief Engineer

**DOCUMENTS ATTACHED** Power Point Presentation

### Agenda Summary

**BACKGROUND** The CRW “Monthly Report” includes very brief accounts of the status of CRW projects.

This work session item will provide a more detailed update of the status of the CIP projects and provide a forum for questions while considering the CIP program.

# Capital Project Update

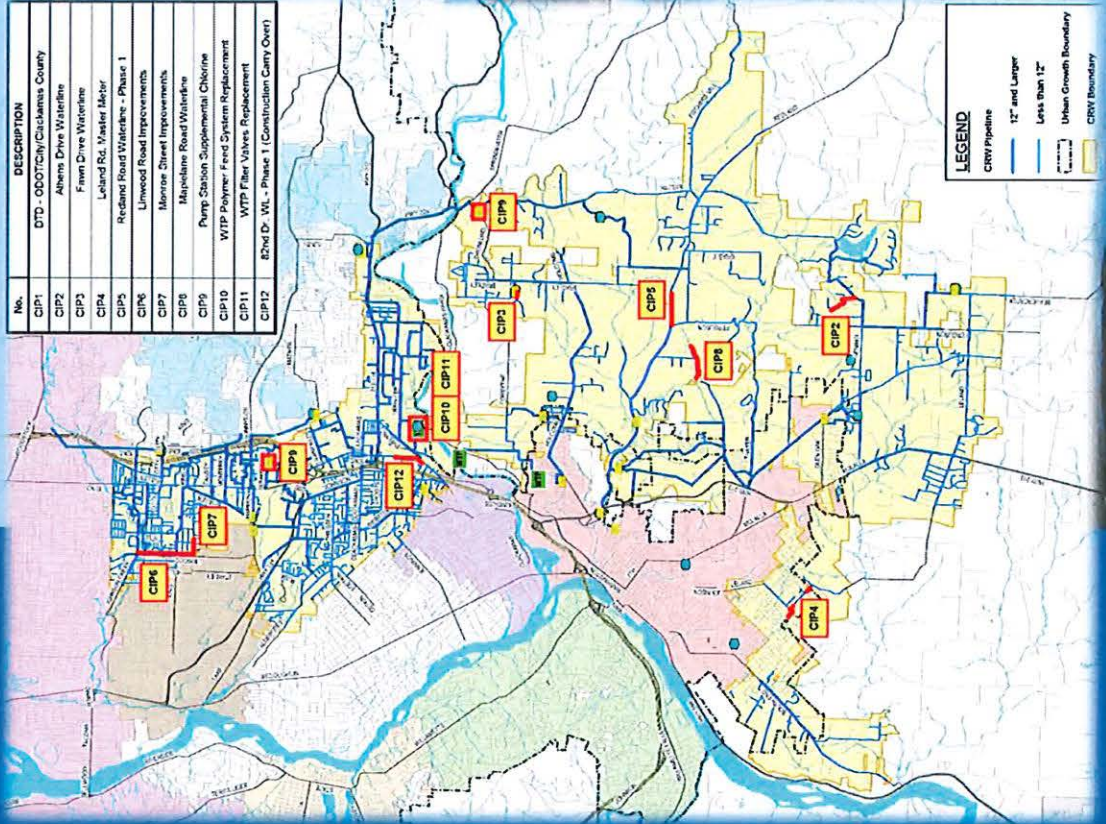
Board Work Session  
October 25, 2021

Presenters:  
Joe Eskew *Engineering Manager*  
Adam Bjornstedt *Chief Engineer*



Clackamas River Water

No.	DESCRIPTION
CIP1	DTD - ODOT/Clackamas County
CIP2	Alvins Drive Waterline
CIP3	Finn Drive Waterline
CIP4	Leland Rd. Water Meter
CIP5	Redland Road Waterline - Phase 1
CIP6	Linnwood Road Improvements
CIP7	Blonnie Street Improvements
CIP8	Maykelane Road Waterline
CIP9	Pump Station Supplemental Chlorine
CIP10	WTP Polymer Feed System Replacement
CIP11	WTP Filter Valves Replacement
CIP12	2nd D- VL - Phase 1 (Construction Carry Over)



LEGEND	
	CRW Pipeline
	12" and Larger
	Less than 12"
	Urban Growth Boundary
	CRW Boundary



# PRIOR BUDGET SUMMARY



- Most projects complete
- Delayed Leland again but it is included in BN21-23

CAPITAL IMPROVEMENT PROJECTS FUND			
PROJECTS LIST			
BN 2019-2021			
Project Number <sup>1</sup> and Description	Project ID#	BN 2019-2021 Budget	
P1 ODOT/City/Clackamas County DTD Adjustments		\$	286,000
P2 Edgewood Neighborhood Waterline	5239	\$	1,045,000
P3 Forsythe Road Waterline - Phase 1	TBD	\$	572,000
<del>P4 Leland Rd Master Meter and Waterline</del>	<del>TBD</del>	<del>\$</del>	<del>480,000</del>
P5 82nd Drive Waterline - Phase 1	TBD	\$	814,000
P6 Orchid Waterline and Meter	TBD	\$	74,000
P7 Mather Reservoir Control Valve	TBD	\$	210,000
P8 90th Ave. Pump Station Valve Replacement	5248	\$	150,000
Total Capital Improvement Project Fund BN 2019-2021		\$	3,631,000
		SPENT \$	3,018,992

# CURRENT BUDGET



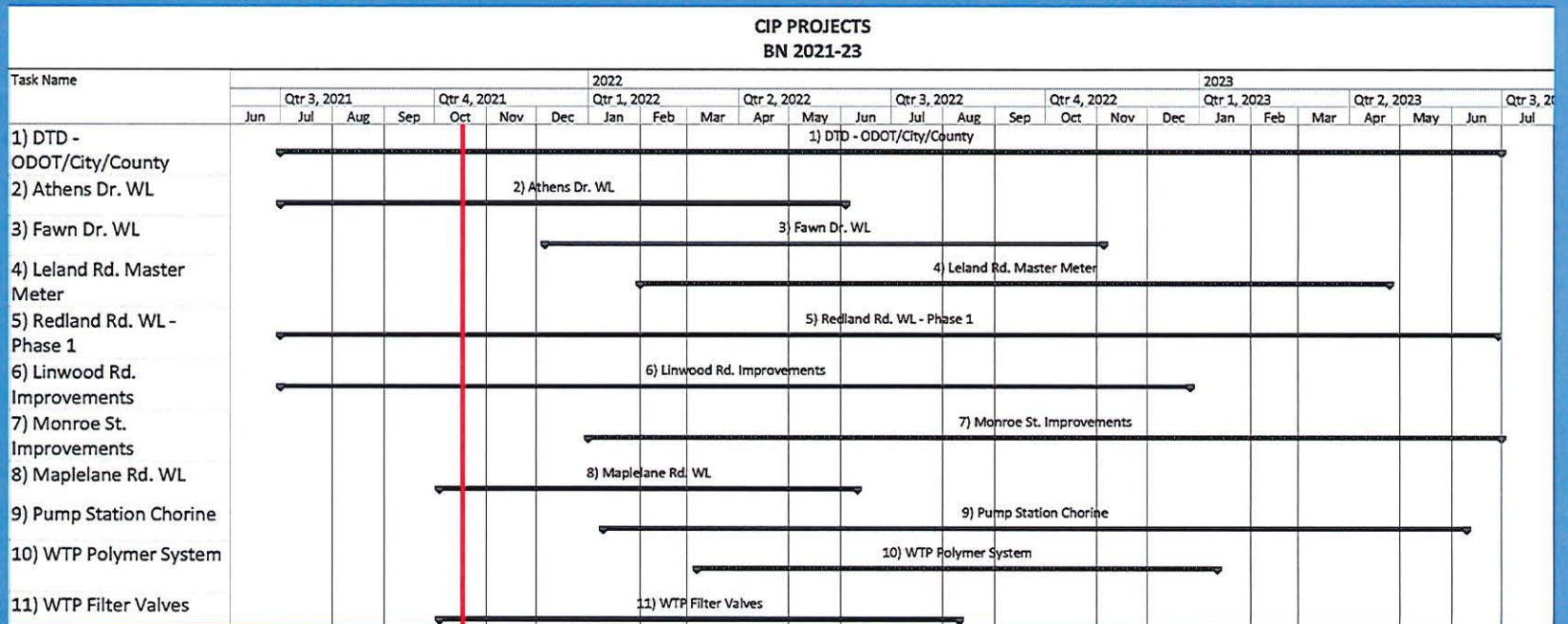
- First quarter is complete
- Six projects in progress

Projects List BN2021-2023		
Project Number <sup>1</sup> and Description	Project ID#	BN 2021-2023 Budget
1 DTD - ODOT/City/Clackamas County		\$ 250,000
2 Athens Drive Waterline Replacement		\$ 641,000
3 - Fawn Drive Waterline Replacement		\$ 277,000
4 - Leland Rd Waterline and Master Meter		\$ 493,000
5 Redland Rd. Waterline - Phase 1		\$ 1,080,000
6 Linwood Road Improvements		\$ 328,000
7 - Monroe Street Improvements		\$ 940,000
8 Mapelane Road Waterline		\$ 846,000
9 - Pump Station Supplemental Chlorine		\$ 168,000
10 - WTP Polymer Feed System Replacement		\$ 476,000
11 WTP Filter Valve Replacement		\$ 692,000
12 82nd Drive Waterline - Phase 1 (Construction Carry Over)		\$ 97,000
Total Capital Improvement Project Fund BN 2021-2023		\$ 6,288,000

# CURRENT BUDGET SCHEDULE



• Making progress

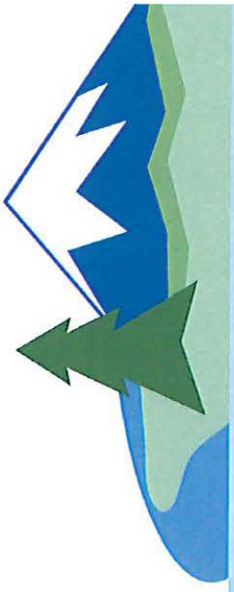


# CIP STRATEGY – MOVING FORWARD

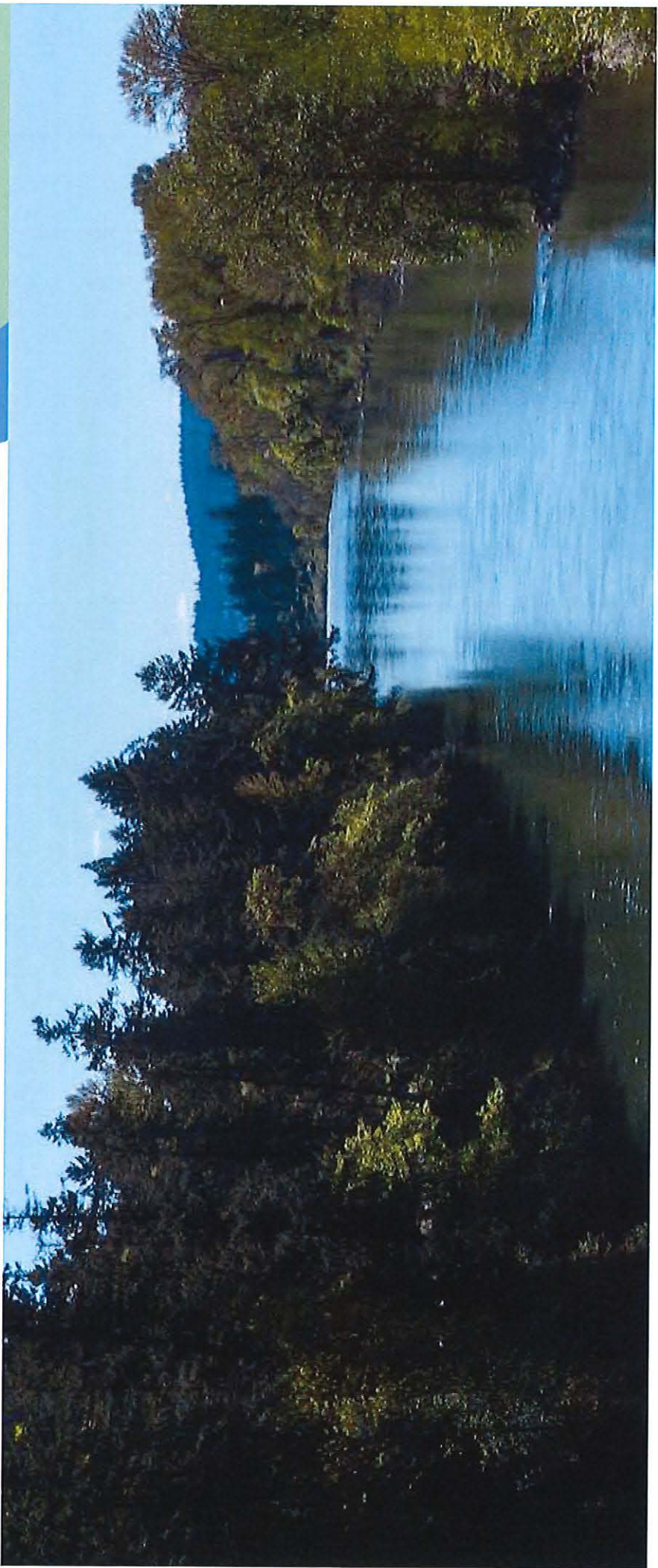
- Systemic approach to address system deficiencies identified in Master Plans
- Maximize CRW water use in the Southern service area
- Increase system resilience
- Seek opportunities for alternate funding

\* Possible grant opportunity projects

Capital Improvements 5-year Plan For Fiscal Years 2022 through 2026						
Project Title <i>Amounts in Thousands</i>	FY22	FY23	FY24	FY25	FY26	5 YR Total
1 - DTD- ODOT/City/Clackamas Cty	125	125	125	125	125	\$ 625
2 - Athens Drive Waterline Repl.	641					\$ 641
3 - Fawn Drive Waterline Repl.	277					\$ 277
4 - Leland Road Waterline & Master Meter	493					\$ 493
* 5 - Redland Road Waterline - Ph. 1	162	918				\$ 1,080
6 - Linwood Road Improvements		328				\$ 328
7 - Monroe Street Improvements		940				\$ 940
8 - Maplelane Road Waterline		846				\$ 846
9 - Pump Station Supplemental Chlorine	168					\$ 168
10 - WTP Polymer Feed System	476					\$ 476
11 - WTP Filter Valves Replacem.	692					\$ 692
12 - 82nd Dr. Waterline - Ph. 1 (Construction Carry-over)	97					\$ 97
* Hanson Ct.; I-205 crossing			420			\$ 420
82nd Dr. - Ph. 2; I-205 to Scottstree			850			\$ 850
Anderson Road (17994 Anderson Rd to Maple Ln)			221			\$ 221
Low Lift Pump Station Improvem.			664			\$ 664
Johnson Creek Blvd, New Pipe			775			\$ 775
S. Forsythe Road - Ph. 2 (Highland to Mason Hts)				1,200		\$ 1,200
Hinkley (82nd Ave to Fuller)				330		\$ 330
Redland Road Waterline - Ph. 2				1,000		\$ 1,000
Redland Road PRV, Etc.				800		\$ 800
Manor Drive (Bradley Rd to the west)					462	\$ 462
Ferguson Road (Moore Rd to Ferguson Ter)					545	\$ 545
* Jannsen Road - I-205 crossing					221	\$ 221
High Lift Pump Station Improvements					600	\$ 600
Barlow Crest PRV					200	\$ 200
<b>Project Totals by Year</b>	<b>\$3,131</b>	<b>\$ 3,157</b>	<b>\$3,055</b>	<b>\$3,455</b>	<b>\$ 2,153</b>	<b>\$ 14,951</b>



# QUESTIONS



CLACKAMAS RIVER WATER

BOARD WORK SESSION

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October 25, 2021

SUBJECT Commissioner Communications

PRINCIPAL STAFF PERSON CRW Board of Commissioners

DOCUMENTS ATTACHED

**Agenda Summary**

BACKGROUND Time is being set aside during the work session to provide an opportunity for Commissioners to:

- Identify topics for consideration at future works sessions or board meetings;
- Discuss future agenda items.

**CLACKAMAS RIVER WATER**

**BOARD WORK SESSION**

**October 25, 2021**

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**SUBJECT**                      General Manager Update

**PRINCIPAL STAFF PERSON**              Todd Heidgerken, General Manager

**DOCUMENTS ATTACHED**              None

*Agenda Summary*

**BACKGROUND**                      Time has been set aside to briefly update and inform the Board on topics since the October Board Meeting.